

**DRAFT
INFORMATION TECHNOLOGY BOARD (ITB)
MINUTES**

October 1, 2013

Members or Designees present:

Shelia Hogan, Chairperson, Department of Administration; **Ron Baldwin**, State of Montana CIO, Department of Administration; **Susan Fox**, Legislative Services Division; Alan Peura for **Mike Kadas**, Department of Revenue; **Tyler Trevor**, Commissioner of Higher Education; **Scott Darkenwald**, Department of Justice; George Parisot for **Pam Bucy**, Department of Labor and Industry; **Representative David Moore**, House District 91; **Julia Dilly**, Office of Public Instruction; **Beth McLaughlin**, Supreme Court; Stuart Fuller for **Richard Oppen**, Department of Public Health and Human Services; **Yellowstone County Commissioner James Reno**; **Jennie Stapp**, Montana State Library; and Eric Stern for **Linda McCulloch**, Secretary of State.

Via Conference call: **John Anderson**, Local Government, and **Alex Philps**, Public Sector Representative

Guests present:

Michael Sweeney, Department of Administration; **Bill Anker**, Department of Natural Resources and Conservation; **Jim Gietzen**, Office of Public Instruction; **Dan Chelini**, Department of Environmental Quality; **Larry Krause**, Department of Commerce; **Kris Wilkinson**, Legislative Fiscal Division; **Pad McCracken**, Legislative Services Division; **Sandra Barrows**, Barrows Consulting; **Brittney Souza**, Arrow Solutions Group; and **Tiffany Ferguson**, Northrop Grumman.

SITSD Attendees:

Tammy LaVigne, Lynne Pizzini, Kyle Hilmer, Warren Dupuis, Penne Cross, and Cindy Petersen

Call to Order and Introductions – Shelia Hogan

Chairperson Hogan called the meeting to order at 1:33 p.m., welcomed the Board and audience to the October Information Technology Board meeting. Members and designees present introduced themselves.

Operating Procedures and Policy Review – Kyle Hilmer

- Mr. Hilmer presented the function and responsibilities of the Board spelled out more specifically in the [IT Responsibilities](#).
- Ms. Pizzini briefed the Board on the Enterprise Information Technology Policies. SITSD is moving our enterprise policies over to the MOM.mt.gov which is the new policy system established by the Department of Administration. Information will be distributed as policies are updated.
 - In October 2012 – the former State CIO, Dick Clark rescinded approximately 60 Statewide IT Policies.

- In May 2013 – State CIO, Ron Baldwin reinstated the updated policies.
- There are two policies/standards under development:
 1. “Security Risk Management Policy” which covers security for the State of Montana and includes the minimum security requirements for the systems used within the State of Montana through our IT environment.
 2. “Blade System Configuration Standard” which will be made available from an enterprise perspective.
- Commissioner Reno stated that he hopes the counties have the same security procedures as the state is the provider.
- Mr. Tubbs asked if there was anything to be approved.
- Mr. Baldwin informed him that this is an advisory board.
- Ms. Pizzini stated that we do an internal review within SITSD and the Department of Administration and then the policy goes to the appropriate group after that it goes to the ITMC group for review.
 - Ms. Fox asked if the ITB can be included in one of those groups before it gets to this level and we get into trouble.
- Mr. Baldwin stated that the intention is to have a standing policy update at every meeting and we are happy to give this board an opportunity to comment.
- Ms. LaVigne reviewed the operating procedures for this Board, which can be found at: [Operating Procedures](#). If you have proposed changes, please send them to Tammy LaVigne at tlavigne@mt.gov and they will be voted on at our next meeting in December.

Enterprise Legislative Action – Ron Baldwin

Mr. Baldwin reviewed the major bills that occurred during the last session.

- Revise State Information Technology Policy SB 312
 - Introduced by Senator Sonju, the bill provided updates to title 2-17-505.
 - This added language to MITA to address security, transparency, and electronic records.
 - All data belongs to the citizens of Montana and we should be treating it accordingly.
- Long Range Information Technology – HB10
 - Allows for IT appropriations that are capital expenditures that transcend biennia.
 - A number of requests were made by agencies that were approved last session.
 - Two million dollars was appropriated for data protection.
 - We will be implementing measures that further protect information systems making certain the right people are getting the right information in the right places. Two-factor authentication is going to be something that will increase the level of authentication into systems.
 - One million dollars was amended into HB 10 for ECM and ERM
- Interim Study on Electronic Records Management – HJ2
 - Mr. Baldwin is working with Galen Hollenbaugh in conjunction with ITMC gathering requirements to be brought out in a request for information (RFI) in January 2014.
 - FileNet and other state systems will be reviewed.
 - Commissioner Reno informed the Board that we need to change the paradigm so we don’t penalize our customers by overcharging them because they use cost effective means. We charge more for electronic means. Everyone wants their full tax. We

should be able to absorb it at the local government and do it a more cost efficient way.

- Ms. Fox asked about the interim committee that is doing the study in parallel.
 - Ms. LaVigne informed the group that she is on the Education and Local Government Interim Committee Working Group. The working group gave a presentation that covered the aspects of what Records Management is and the issues they are up against.
- Mr. Baldwin stated that we couldn't do this without the Secretary of State's Office. They are a definite partner in all of this.
 - Looking at this as a process perspective not only a technology prospective.
 - Alex informed the Board that he was recently involved in a large project on electronic records. This effort being conducted is beneficial and significant.
 - There are so many preclusions of how we are serving our customers with records.

2014 State Strategic Plan – Ron Baldwin

Mr. Baldwin informed the Board that Montana has a state requirement in statute to create a State Strategic Information Technology Plan.

- Mr. Hilmer presented our plans to implement the State Strategic Plan over the next several months with changes proposed.
- To view the presentation; please click on the following link: [Strategic Plan](#).
- Please communicate to your constituents on what information you would like in the document. This is a minimalist document.
- SITSD has been working with Gartner and identified modeled advantages.
- Mr. Baldwin stated that he wants to give agencies as much room as possible. Having been an agency CIO that's utilized this process, he knows that the State of Montana can do a better job. Other states are also in the process of revamping their strategic planning process. It was a bureaucratic process that no one liked.
- The new plan will be a much better process and product when it's finished. It will incorporate:
 - Strategic alignment
 - Road map, results oriented and meet current statutory requirements without changing the law.
 - Continued to say that he understands that this can be a dry topic. He wants to establish a tabletop exercise with agencies.
 - The goal is something that's in place as a process or template that all agencies can use for all sizes.
 - The result will serve this Board and the Information Technology needs of the State of Montana in general.
 - Ms. Fox stated that the strategic plan helps her justify her budget to the legislature.
 - SITSD will bring a draft to the December ITB meeting for discussion and then follow-up with an email voting whether to approve or disprove moving forward with plans to be in place by January 2014.

Business

- Prioritization of Information Technology Top Ten – Ron Baldwin
 - Mr. Baldwin informed the Board that he and Sheila will attend the October NASCIO Annual Conference held in Philadelphia, PA. All State CIO's collaborate to complete a top ten ranking in priority strategies, management processes, and solutions as well as priority technologies, applications and tools. The lists of top ten is located on the ITB website at: [Top 10 Final Ranking](#) for viewing.
 - This list is something to pay attention to as it impacts our state as we look at the governor's initiatives that include effective in efficient government areas.
 - Mr. Baldwin stated that he would expect that the first three listed 1. Consolidation / Optimization, 2. Cloud Services, and 3. Security, are being addressed in your respective agencies, discussed regularly in ITMC meetings, in our strategic planning efforts, and by this Board.
 - Mr. Baldwin informed the Board that the top five priority technologies, applications and tools are currently being addressed in Montana.
- Economic Summit – Shelia Hogan
 - Ms. Hogan provided an overview of the 2013 Economic Summit held in Butte in September.
 - For a recap of the presentations, please visit: [Montana Jobs Summit 2013](#).
- Information Technology Annual Conference – Penne Cross
 - Ms. Cross extended an invitation to the IT Board members to attend the conference, scheduled for December 9 – 12th at the Red Lion Colonial Inn.
 - This conference is a collaborate effort of state, local government, and industry experts promoting effective government through technology education and mentoring. In the past, ITB has held the December meeting at this conference. This year's meeting is scheduled for December 10th from 10 – 11:30 a.m. Please plan on coming at 7:30 a.m. on this day to participate in the CIO breakfast prior to the ITB meeting.
 - More conference information, registration, and the agenda can be found at: [2013 Montana Government IT Conference](#).

Adjournment

- Next Meeting – IT Conference, December 10th from 10:00 – 11:30 a.m.
- Call for Agenda Items
- Ms. LaVigne called for agenda items to have at the December meeting.
 - Ms. Stapp suggested:
 - Highest priorities of the top 10 items or items not on the list for IT in Montana and priorities for other agencies not are also not on the lists that may be a priority in the future.
 - Commissioner Reno suggested:
 - Public records – why are you hiding things? How does the executive branch handle those kinds of requests? Our data is your data. It's time consuming retrieving the requests.
 - Alex Philp suggested:
 - Broadband mapping specifically around the I-90 corridor

- Review the Master IT Contract and 5k ceiling; share information with the private sector
 - The status of State of Montana Data Center in terms of collaboration and supporting private partnerships
 - Ms. Fox suggested:
 - Consolidation – leverage cooperation related to HB 10. This may be an agenda item in early 2014
 - Rates and other charges – what’s the paradigm?
 - Platforms
 - Effective strategies for revenue sharing associated with public private partnerships. Not to be confused with infrastructure as a service or cloud strategies.
 - Specifically to the FWP RFP. A very unusual RFP “to hit the street.”
- Ms. LaVigne informed the Board that she will follow-up with Board members through mid-November to discuss important agenda items for you to comment on.
- Member Forum –
 - Ms. LaVigne asked for feedback as to how often Board member would like to meet.
 - Mr. Philp stated that he believes every other month may be aggressive. Once per quarter would be more sufficient.
 - Commissioner Reno stated that monthly is too often and quarterly would work fine with him.
 - Mr. Fuller said quarterly would be fine.
 - Mr. Tubbs stated his enthusiasm for participating on the Board is related in the ability to take action and recommendation. If the frequency of meetings with decision advice as making those decisions is every two months so be it. If the Board is to advise on decisions in that frequency then you shouldn’t have the meetings. There will be someone else sitting in his seat if the meetings are only informational. This isn’t his intent; he would rather be here actively engaged. How often is the decision making body seeking advice of this Board?
 - Ms. LaVigne said that a format will be discussed with what needs to be done within the next year and how it affects meeting schedules as far as presenting information to help make decisions and recommendations.
 - Ms. LaVigne added that if you are here as a designee today, please have the member officially designate you by sending an email or letter to Sheila Hogan copying herself.
- Public Comment - none
- Adjourn at 3:33 p.m.
- If you have any future agenda items, please contact Tammy LaVigne at (406) 444-2589.

Meeting adjourned at 11:51 a.m.